

6 VAC 20-171-350. Entry level training.

A. Each person employed by a private security services business or applying to the department for registration as an unarmed security officer, armed security officer/courier, personal protection specialist, armored car personnel, security canine handler, private investigator, alarm respondent, central station dispatcher, electronic security sales representative, electronic security technician, or electronic security technician's assistant as defined by § 9.1-138 of the Code of Virginia, or for certification as a compliance agent as required by § 9.1-139 of the Code of Virginia, who has not met the compulsory minimum training standards prior to July 13, 1994, must meet the compulsory minimum training standards herein established, unless provided for otherwise in accordance with this chapter.

B. Training will be credited only application for registration or certification is submitted to the department within 12 months of completion of training.

C. Hour requirement. The compulsory minimum entry level training hour requirement by category, excluding examinations, practical exercises and range qualification, shall be:

1. Unarmed security officer -- 18 hours
2. Armed security officer/courier -- 40 hours*
- *There are 8 hours of Arrest Powers, Policies, Procedures that are included in the Armed Security Officer Training. These 8 hours are mandatory for Armed Security Officers only.
3. Armored car personnel -- 26 hours
4. Security canine handler -- 30 hours
5. Private investigator -- 60 hours
6. Personal protection specialist -- 60 hours
7. Alarm respondent -- 18 hours
8. Central station dispatcher -- 8 hours
9. Electronic security sales representative -- 8 hours
10. Electronic security technician -- 14 hours
11. Electronic security technician's assistant -- 4 hours
12. Compliance agent -- 6 hours

D. Course content. The compulsory minimum entry level training course content by category, excluding examinations, mandated practical exercises and range qualification, shall be as provided in this subsection.

1. Security officer core subjects. The entry level curriculum for unarmed security officer, armed security officer/courier, security canine handler, and alarm respondent sets forth the following areas identified as:

- a. Orientation - 2 hours
 - (1) Virginia Law and Regulations
 - (2) Code of Ethics
 - (3) General Duties and Responsibilities
- b. Law – 4 hours
- c. Security patrol, Access Control and Communications – 2 hours
- d. Documentation – 4 hours
- e. Emergency Procedures – 4 hours
- f. Confrontation Management – 2 hour
- Total hours (excluding exam) – 18 hours

2. Armed security officer/courier.

- a. Security officer core subjects – 18 hours
 - b. Entry level handgun training (refer to Article 2 (6 VAC 20-171-365 et seq.) of this part) -- 14 hours includes dry fire, and judgmental shooting and low level light shooting familiarization)
 - c. Arrest Powers, Policies, Procedures – 8 hours
 - d. Entry level shotgun training, if applicable (refer to Article 2 (6 VAC 20-171-365 et seq.) of this part) –2 hours
- Total hours (excluding examinations, shotgun classroom instruction and range qualification) – 40 hours

3. Armored car personnel.

- a. Administration and armored car orientation -- 1 hour
 - b. Applicable sections of the Code of Virginia and DCJS regulations -- 1 hour
 - c. Armored car procedures -- 10 hours
 - d. Written examination
 - e. Entry level handgun training (refer to Article 2 (6 VAC 20-171-365 et seq.) of this part) – 14 hours (includes 4 hours of range dry fire and low level lighting)
 - f. Entry level shotgun training, if applicable (refer to Article 2 (6 VAC 20-171-365 et seq.) of this part) – 2 hour
- Total hours (excluding examinations, shotgun classroom instruction and range qualification) – 26 hours

4. Security canine handler.

Complete entry level training requirements pursuant to Article 3 (6 VAC 20-171-430 et seq.) of this part.

5. Private investigator.

- a. Orientation: applicable sections of the Code of Virginia; Administrative Code 6VAC 20-171; standards of professional conduct; and ethics - 6 hours.
- b. Law: basic law; legal procedures and due process; civil law; criminal law; evidence; and legal privacy requirements - 16 hours plus one practical exercise.
- c. General Investigative Skills, Tools and Techniques: surveillance; research; and interviewing - 16 hours plus one practical exercise.
- d. Documentation: Report preparations; photography; audio recording; general communication; and courtroom testimony – 8 hours plus one practical exercise.
- e. Types of investigations: accident; insurance; background; domestic; undercover; fraud and financial; missing persons and property; and criminal – 14 hours plus one practical exercise.
- f. Written comprehensive examination.

Total hours in classroom (excluding written examination and practical exercises) -- 60 hours

6. Personal protection specialist.

- a. Administration and personal protection orientation -- 3 hours
- b. Applicable sections of the Code of Virginia and DCJS regulations -- 1 hour
- c. Assessment of threat and protectee vulnerability -- 8 hours
- d. Legal authority and civil law -- 8 hours
- e. Protective detail operations -- 28 hours
- f. Emergency procedures -- 12 hours
 - (1) CPR
 - (2) Emergency first aid
 - (3) Defensive preparedness
- g. Performance evaluation -- Five practical exercises

h. Written examination

Total hours (excluding written examination and performance evaluation) -- 60 hours

7. Alarm respondent.

Security officer core subjects -- 18 hours

8. Electronic security subjects. The entry level electronic security subjects curriculum for central station dispatcher, electronic security sales representative, electronic security technician and electronic security technician's assistant sets forth the following areas identified as:

- a. Administration and orientation to private security -- 1 hour
- b. Applicable sections of the Code of Virginia and DCJS regulations -- 1 hour
- c. Overview of electronic security -- 1 hour
- d. False alarm prevention -- 1 hour
- e. Written examination

Total hours (excluding examination) -- 4 hours

9. Central station dispatcher.

- a. Electronic security subjects -- 4 hours
- b. Central station dispatcher subjects -- 4 hours
 - (1) Duties and responsibilities
 - (2) Communications skills
 - (3) Emergency procedures
- c. Written examination

Total hours (excluding examination) -- 8 hours

10. Electronic security sales representative.

- a. Electronic security subjects -- 4 hours
- b. Electronic security sales representative subjects -- 4 hours
 - (1) Duties and responsibilities
 - (2) System design/components
 - (3) False alarm prevention
- c. Written examination

Total hours (excluding examination) -- 8 hours

11. Electronic security technician.

- a. Electronic security subjects -- 4 hours
- b. Electronic security technician subjects -- 10 hours
 - (1) Duties and responsibilities
 - (2) Electronics
 - (3) Control panels
 - (4) Protection devices and application
 - (5) Test equipment
 - (6) Power and grounding
 - (7) National electrical code

(8) Job safety

c. Written examination

Total hours (excluding examination) -- 14 hours

12. Compliance agent.

a. Industry overview and responsibilities

b. Regulations review

c. Business practices and ethical standards

d. Records requirements and other related issues

e. Written examination

Total hours (excluding written examination) -- 6 hours